

To: Engels, Alan[engels.alan@epa.gov]
From: Moon, Diane
Sent: Thur 8/13/2015 3:18:54 PM
Subject: RE: Verification..

It might be a week or so to get it scheduled. I think we should include ALL the R8 Staff Assistants including Betsy Varcoe so all the programs and the RA's office are on board with Phoebe's take on FOIA on-line.

Yes?

Diane Rene Moon, CAP-OM

Staff Assistant

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moon.diane@epa.gov

From: Engels, Alan
Sent: Thursday, August 13, 2015 8:54 AM
To: Moon, Diane
Cc: MacLeish, Phoebe
Subject: RE: Verification..

I think that is a great idea. Once we have the discussion, we might be able to get something out to the region on what and how to retain things like concurrence copies inside or outside of FOIAonline. My schedule is getting full with Gold King Mine right now, but will try to fit it into my schedule. If something takes priority because of the time sensitive nature of the current responses I am working on, please forgive me in advance. This is a very important issue that we need to begin dialog with, so that we can be sure not to double and triple our efforts and document management files in the future.

Alan V.J.S. Engels

FOIA Officer

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From: Moon, Diane

Sent: Thursday, August 13, 2015 8:24 AM

To: Engels, Alan

Subject: FW: Verification..

FYI see below – Do you want to have a short meeting with Phoebe just to make sure we are on the same page?

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From: MacLeish, Phoebe

Sent: Wednesday, August 12, 2015 4:43 PM

To: Moon, Diane

Cc: Engels, Alan; Duran, Matt
Subject: RE: Verification..

Hi Diane-

Generally you are correct but I need to clarify some details. There are certain specific database that meet the National Archive and Records Administration's (NARA) record keeping requirements. Saying that "Online electronic databases like Time and Travel are considered the "official file" location is not an accurate statement. People Plus, web forms, and controlled correspondence have been identified as record keeping systems; meaning that the material within these systems contain the record copy of the material being collected or contained within. There is no need to print out a paper copy in order to save it as a record (and hopefully that habit has ceased and people aren't printing leave slips or time and attendance stuff anymore!)

Additionally, FOIA on line is now a recognized record keeping system for FOIA responses. The material submitted into FOIA on Line is the Agency record. **There are aspects and caveats of this however that may need further clarification and discussion.** Nuances regarding what is saved in FOIA on Line that may be better understood through a face to face discussion rather than through an email.

I don't want to add to our already overloaded schedule and burden people with more meetings, but it is important to understand the nuances and differences. Would you be willing to meet and discuss? 30 min max I promise. Let me know if you so and I'll set something up. I'd like Alan Engels to join us too since he's the FOIA Officer.

Thanks Phoebe

Phoebe MacLeish

Regional Records Officer

Privacy Liaison Officer

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Macleish.phoebe@epa.gov

From: Moon, Diane
Sent: Wednesday, August 12, 2015 2:23 PM
To: MacLeish, Phoebe
Subject: Verification..

Phoebe,

Just confirming....

Online electronic databases like Time and Travel are considered the "official file" location. Is that the same for the FOIA on-line database where the case history docs and the outgoing letter are all uploaded into the system?

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